

Issuance Date: October 10, 2003
Closing Date: December 5, 2003
Closing Time: 5 p.m. Eastern Standard Time

Subject: Request for Applications (RFA) Number DCHA/PVC-04-027
Entitled, Ocean Freight Reimbursement Program

The United States Agency for International Development (USAID) as represented by the Bureau for Democracy, Conflict and Humanitarian Assistance in the Office of Private and Voluntary Cooperation-American Schools and Hospitals Abroad (DCHA/PVC-ASHA) is seeking applications for an Assistance Agreement to support the program entitled Ocean Freight Reimbursement. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

Again this year we will implement a two-year cycle, and a single application will cover both FY2004 and FY2005. Subject to the availability of funds, USAID intends to provide approximately fifty grants with an estimated funding range from \$5,000 to \$150,000 for year one. Second year funding will be based on information provided in the pipeline analysis. USAID reserves the right to fund any or none of the applications submitted. The OFR Program will not consider or review requests for the New Independent States (NIS) in this two-year cycle. All PVOs interested in shipping to the NIS should contact Yang Hee Kim at Counterpart International (202) 296-9676.

Adherence to the guidelines will form the basis of the selection review process managed by PVC-ASHA. The OFR Request for Application will be discussed in detail at the upcoming annual PVC-ASHA Annual PVO Conference on October 14-15, 2003 at the Hotel Washington, Pennsylvania and 15th Street, N.W., Washington, DC 20004. Please call (202) 347-9211 ext. 204 for workshop information.

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For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

-
1. Section I - Background;
 2. Section II - Grant Application Instructions;
 3. Section III - Review Process and Selection Criteria;
 4. Section IV - Certifications;
 5. Annex A - Eligible Country List;
 6. Annex B - Sample Consignment Affidavit.
-

If you decide to submit an application, it should be received by the closing date and time indicated at the top of this cover letter at the place designated below. Please note standard U.S. Mail may not always be reliable. Applicants are encouraged to consider hand-delivering their applications or using a mail courier service. Applications and modifications thereof shall be submitted in envelopes with the name and address of the applicant and RFA DCHA/PVC-04-027 inscribed thereon, to:

(By U.S. Mail)

Mr. Thomas Kennedy, PDM Division Chief
 USAID/DCHA/PVC-ASHA/PDM
 Ronald Reagan International Trade Center (RRB)
 1300 Pennsylvania Avenue, NW, Room 7.6D
 Washington, DC 20523-7600
 Email: tkennedy@usaid.gov
 Fax: (202) 712-3041

(By All Other Means of Delivery)

USAID
 Attn: Mr. Thomas Kennedy* (202.712.5379)
 Ronald Reagan International Trade Center (RRB)
 1300 Pennsylvania Avenue, NW, 14th Street Entrance
 Washington, DC 20523-7600

* Please use the guest phone at the USAID visitor desk.

Below is an estimate of major events under this procurement.

October 10	RFA Release Date
December 5	Application Due Date
May/June	Notification to Applicant and Agreement Signed

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant grant(s) cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures.

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While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense.

The preferred method of distribution of USAID procurement information is via the Internet. This RFA and any future amendments can be downloaded from the Agency Web Site. The World Wide Web Address is <http://www.usaid.gov>. Select Business and Procurement from the home page, then "USAID Procurements". On the following screen, select "Download Available USAID Solicitations". Receipt of this RFA through INTERNET must be confirmed by written notification to the contact person noted below. It is the responsibility of the recipient of the application document to ensure that it has been received from INTERNET in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

In the event of an inconsistency between the documents comprising this RFA, it shall be resolved by the following descending order of precedence:

Section III - Review Process and Selection Criteria;
Section II - Grant Application Instructions;
Section I - Background;
Section IV - Certifications;
Annex B - Sample Consignment Affidavit;
Annex A - Eligible Country List;
This Cover Letter.

Any questions concerning this RFA should be submitted in writing to Mr. Thomas Kennedy or via internet at tkennedy@usaid.gov (not case sensitive). If there are problems in downloading the RFA off the INTERNET, please contact the USAID INTERNET Coordinator on (202) 712-4442. Applicants should retain for their records one copy of all enclosures which accompany their application.

Sincerely,

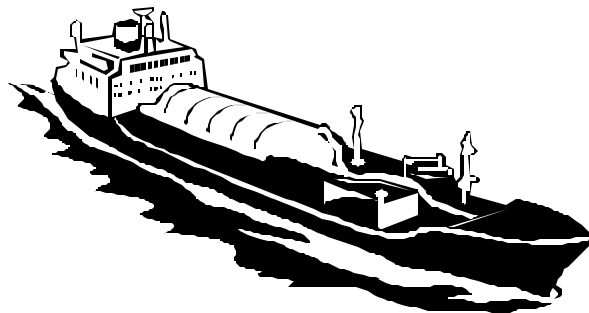
Judith Gilmore
Director
DCHA/PVC-ASHA

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
BUREAU FOR DEMOCRACY, CONFLICT AND
HUMANITARIAN RESPONSE
OFFICE OF PRIVATE VOLUNTARY COOPERATION - AMERICAN SCHOOLS AND
HOSPITALS ABROAD

FISCAL YEARS 2004/2005

OCEAN FREIGHT REIMBURSEMENT PROGRAM

REQUEST FOR APPLICATIONS
(RFA)



APPLICATION SUBMISSION CLOSING DATE: December 5, 2003

Issuance Date: October 10, 2003

Solicitation No: DCHA/PVC-04-027

Web Address: <http://www.fedgrants.gov>

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LIST OF ACRONYMS

DCHA	Bureau for Democracy, Conflict and Humanitarian Assistance
FY	Fiscal Year
OFRP	Ocean Freight Reimbursement Program
NGO	Non-Government Organization
NIS	Newly Independent States
OP	Office of Procurement
PVC-ASHA	Office of Private and Voluntary Cooperation - American Schools and Hospitals Abroad
PVO	Private Voluntary Organization
RFA	Request for Application
SO	Strategic Objective
TA	Technical Assistance
USAID	United States Agency for International Development
CDO	Cooperative Development Organization

SECTION I - BACKGROUND**A. OVERVIEW OF PVC-ASHA**

The Office of Private Voluntary Cooperation - American Schools and Hospitals Abroad (PVC-ASHA) is responsible for registering U.S. Private Voluntary Organizations (PVOs) for the U.S. Agency for International Development (USAID) and is a central point of contact in the Agency for information on PVO capabilities and programs. Historically, PVC-ASHA has funded competitive grant programs designed to support PVOs in strengthening their organizational and technical capacity. In order to ensure the sustainability of PVO activities initiated by these programs, PVC-ASHA has encouraged its PVO partners to build relationships with the local and international business community. In 2003 PVC-ASHA adopted a new strategy, shifting its focus from strengthening PVOs to building the capacity of local Non-Government Organizations (NGOs). This new focus corresponds with the Agency's expanded emphasis on civil society development and strengthening NGOs in fragile states and those emerging from conflict.

PVC-ASHA administers and funds a number of competitive grant programs that address critical development needs. These programs include the Local NGO Sector Strengthening Program, Cooperative Development Program, Capable Partners Program, Ocean Freight Reimbursement Program and American Schools and Hospitals Abroad Program. Through these cross-cutting programs aimed at organizational strengthening, PVC-ASHA works to ensure that PVOs, Cooperative Development Organizations (CDOs) and NGOs are strong, effective, and capable of delivering the services that are critical in life or death situations. By building the institutional capacity of these organizations, PVC-ASHA increases their ability to deliver development services, mobilize people at the grassroots level, and form partnerships and networks. These PVOs and NGOs then pass on the knowledge and best practices accumulated during their years of partnership with PVC-ASHA, thus helping contribute to the programs' sustainability well after USAID support is complete.

For more information on PVC-ASHA's program directives and how their grant programs support the office's new strategy and thus the larger goals of the Agency, applicants are encouraged to review the Strategic Plan. A copy of the Strategic Plan can be downloaded from the PVC-ASHA website at www.usaid.gov keyword: PVC.

B. OCEAN FREIGHT REIMBURSEMENT PROGRAM SUMMARY

The Ocean Freight Reimbursement Program (OFR) allows USAID to reimburse registered PVOs for their ocean freight transportation costs. Recipients ship a variety of goods overseas for use in privately funded development and humanitarian assistance programs. Additional background information on the OFR Program can be found on the PVC-ASHA homepage at www.usaid.gov keyword: Ocean Freight.

The OFR Program reimburses PVOs for freight charges incurred and pays for transporting donated or purchased supplies from U.S. ports or from foreign ports (in the case of excess or surplus property supplied by the United States) to ports of entry in the recipient country. In the case of landlocked countries, OFR funds will pay for inland transportation, such as transport from point of entry to final destination, where a consignee receives the goods. Recipients are required to absorb all the ancillary

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costs for shipping the freight overseas, such as packing, crating, warehousing, insurance, and inland transportation in the United States and recipient countries that are not landlocked. In these ways, this program leverages many times the value of commodities shipped to USAID dollars spent.

The OFR Program objective is to pay transportation charges on shipments by private voluntary organizations registered with USAID to further the efficient use of U.S. voluntary contributions for development, relief, and reconstruction.

C. REQUIREMENTS AND RESTRICTIONS

All applications will be reviewed for eligibility against the requirements and restrictions outlined below and for conformity and consistency with the specifications stated in these guidelines.

1. PVO Eligibility Requirements

Applicants must meet the following eligibility requirements:

- ☐ Be registered as a PVO with USAID at the time of application submission; and
- ☐ Receive at least 20% of its total annual financial support for its international programs from non-U.S. government sources.

2. Program Requirements

Proposed programs must meet the following criteria:

- ☐ Be in an eligible country or countries (Annex A);
- ☐ Involve partnerships with a local government, nongovernmental organization, community partner, or other in-country organization;
- ☐ Submit a Consignment Affidavit (Annex B) to show that it has staff or consignees in-country to ensure proper pick-up and distribution of commodities; and
- ☐ Provide Duty-Free Status Certification with the application for each country to which commodities will be shipped.

3. Program Restrictions

The OFR program cannot be used under the following circumstances:

- ☐ In countries not included on the Eligible Country List (Annex A);
- ☐ In countries not approved by PVC-ASHA where the PVO does not have staff or consignees to ensure proper pick-up and distribution of commodities;
- ☐ Where the PVO charges the consumer a fee for the supplies or commodities proposed to be shipped under the OFR program (unless prior written approval is given). Exceptions may be considered in special cases, following a request to PVC-ASHA and based on PVC-ASHA approval, such as the sale to recipients at nominal cost or as payment for work performed to promote projects of self-help and economic development. However, in no case shall supplies be withheld from needy persons because of their inability to pay or to work;
- ☐ To support commodities funded by the U.S. Government or supported by USAID-funded programs; or
- ☐ To ship religious or proselytizing materials or P.L. 480 food commodities.

SECTION II - GRANT APPLICATION INSTRUCTIONS**A. PREPARATION GUIDELINES***1. General Guidelines*

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section III addresses the evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process.

The application should be prepared according to the guidelines set forth below. Please see the application checklist on page 11 for the complete list of required documents. Applications must be submitted no later than the date and time indicated on the cover page of this RFA, to the location indicated on page 2 of the cover letter accompanying this RFA.

Applications should be specific, complete and presented concisely. They should demonstrate the PVO's capabilities and expertise in the technical area in which the PVO is working (ex. agriculture, health, education, etc.). The applications should take into account the selection criteria found in Section III.

Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk. Each applicant shall furnish the information required by this RFA.

Applications and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the Cover Letter of this RFA, and (2) showing the time specified for receipt, the RFA number, and the name and address of the applicant. Applicants should retain for their records one copy of the application and all enclosures which accompany their application.

Faxed applications will not be considered; however, applications may be modified by written or faxed notice, if that notice is received by the time specified for receipt of applications.

a. Private Information

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:

(1) Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source

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without restriction. The data subject to this restriction are contained on pages (List Page #'s); and

(2) Mark each page of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this page is subject to the restriction on the title page of this application."

b. Questions

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing within three weeks of receipt of the application to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Grant will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

2. Formatting Guidelines

To facilitate the competitive review of the applications, USAID will consider only those which are typed legibly on standard letter-size 8 1/2" X 11" paper and conform to the format prescribed below:

- ☐ The body of the application is not to exceed 30 numbered pages, and with the budget and attachments are not to exceed 50 numbered pages in total.
- ☐ The text of the application should be cast in Times New Roman font, 12-point size. There are two exceptions: 1) budgets may be in a slightly smaller font (10 point), and 2) tables may use smaller fonts, but must be easily readable. No typeface or characters should be smaller than 10 characters per inch.
- ☐ Submit one original and five copies of the entire application, including all attachments. The original should be printed on plain paper, single-sided, and unbound, so that it is "photo ready." The five additional copies should be on plain paper, single-sided, and bound.
- ☐ Submit all attachments and supplemental documents (such as Duty-Free Certifications and Letters) in English. Foreign documents accompanied by an English translation are acceptable.
- ☐ All requests for Ocean Freight Reimbursement funding for FY 2004 and 2005 must be made by completing a single application packet. Separate applications are not required for each fiscal year.
- ☐ The applicant shall sign the application and print or type its name on the Cover Page.
- ☐ Erasures or other changes must be initialed by the person signing the application.

3. *Application Content Checklist*

Please use the checklist below to be sure your application is complete. You must include all of these items, in the order provided below, in your application.

- ☐ Cover Letter
- ☐ Budget - Use budget format in Section IIB.
- ☐ Body of Application
 - 1. PVO Contact Information
 - 2. Executive Summary
 - 3. Overview of the Applicant
 - 4. Program Description
 - Situational Analysis and Rationale for OFR Support
 - Program Objectives
 - Commodities
 - Partnership Formation
 - 5. Program Management and Structure
 - Organizational Structure
 - Receiving and Distribution System
 - Contingency and Security Planning
 - 6. Pipeline
- ☐ Consignee Affidavit (See Annex B) and Duty-Free Status:

New applicants must attach a consignee affidavit and certification from the recipient government(s) that the applicant may import commodities duty-free for each country. Current OFR recipients must include these documents for each new country being added to their approved-country list.

FY 2004 OCEAN FREIGHT REIMBURSEMENT PROGRAM BUDGET SHEET
COUNTRY SUMMARY LIST

[illegible]

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[illegible]

C. APPLICATION FORMAT*1. PVO Contact Information*

Include a summary sheet with the following information:

- ☐ Organization Name
- ☐ Contact Person
- ☐ Address
- ☐ Telephone Number
- ☐ Email Address
- ☐ Grant Program --- Ocean Freight Reimbursement Program

2. Executive Summary (1 page maximum)

The executive summary is a concise summary of the program description and key components of the application.

3. Overview of the Applicant (4 pages maximum)

The overview is meant to give the review committee an understanding of the PVO that will implement this program. Please bear in mind that not all reviewers will be familiar with every PVO and its capabilities. Briefly describe:

- ☐ your organization's mission, goals, and objectives and, in particular, how they relate to the proposed program;
- ☐ the major technical sectors in which the organization works and your history working in the sector(s); and
- ☐ the alternative sources of funds (donors, private funds, foundations, etc.) available to cover transportation costs in your programs. How much is provided annually from each source?

Provide information on your prior experience in the area of commodity shipments. Based on your experience over the past two years provide the following information:

2003

Program Description	Commodity Shipped	U.S.\$ Value	*Ancillary Costs	+	Ocean Freight Costs	=	Total Costs
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2002

Program Description	Commodity Shipped	U.S.\$ Value	*Ancillary Costs	+	Ocean Freight Costs	=	Total Costs
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*Includes: packing/crating; warehousing; insurance; inland transportation (U.S. and recipient country inland costs). These ancillary costs are not allowable under the OFR program except inland transportation for landlocked countries.

4. *Program Description (15 pages maximum)*

Provide the following:

- a) Situational Analysis and Rationale for OFR support: Describe the current conditions in each country or region where your organization is proposing to work; discuss factors likely to affect proposed program outcomes and discuss the justification for providing support to your organization. Include the following:
- ☐ Identify the country(ies) in which you are proposing to work. Discuss prior experience working with the host country government(s) in the countries where this program will operate.
 - ☐ Describe the intended beneficiaries, including their estimated number by gender and age and their needs. Discuss how you estimated the number of beneficiaries and the techniques used to determine their needs (e.g. surveys, census data, needs assessment).
 - ☐ Discuss why your organization has a comparative advantage in carrying out this work. Cite prior relevant experience using specific examples and data. Identify any opportunities for synergy with other programs, donors, or sectors, and discuss how the programs might work together and support one another.
 - ☐ Discuss the potential for conflict and/or natural disasters in these countries and how that may impact the program.
- b) Program Objectives: Describe in greater detail the major objectives of this program.
- ☐ Identify and describe in detail the objective(s) of the program(s) for which you are seeking OFR funds. Provide the program duration and timeframe.
 - ☐ Discuss how the OFR program would support or enhance the humanitarian relief and/or long-term development objectives of the program or that of your partner(s) in the countries you have proposed.
 - ☐ Describe how the applicant will use this grant to strengthen the capacity of your organization and your partners.
- c) Commodities: Describe in greater detail the commodities that will be shipped to each country program. Link this discussion to the objectives of these programs.
- ☐ Discuss the type of commodities that will be shipped to each country(ies) and explain how the goods will respond to the specific needs of the beneficiaries as outlined in a) above. State in what way(s) shipping these commodities will improve program operations, increase access or the quality of the program(s).
 - ☐ Complete the following tables on the commodities that will be shipped:

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Table 1 Provide a summary table under the OFR Program in FY 2004 and FY 2005 that lists the countries, percent of OFR commodities being shipped, program focus, types of commodities, and if the commodities are either donated or purchased.

EXAMPLE Table 1

<u>Country</u>	<u>% of OFR commodities being shipped</u>	<u>Type of Program</u>	<u>Commodities</u>	<u>Donated/purchased</u>
Peru	60%	Refugee Programs	Medical Supplies - Vitamins - ORS	P
Kenya	20%	Primary Education	Education Materials - books	D
Liberia	20%	Food Security	Agricultural Supplies-tractors	P & D
TOTAL	100%			

Table 2 Indicate the percentage of the following categories of supplies to be shipped under the OFR program in FY 2004 and FY 2005:

EXAMPLE Table 2

<u>Type of Commodity</u>	<u>2004</u>	<u>2005</u>
Agricultural Supplies	%	%
Clothing	%	%
Disaster items	%	%
Educational supplies	%	%
Medical supplies	%	%
Non-P.L. 480 food	%	%
Vehicles	%	%
Other	%	%
Total:	100%	100%

d) Partnership Formation: Identify your proposed program partners and provide a rationale for the selection of these partners.

- ☐ Provide a description of the partner's (s') experience in the program and in the delivery of commodities.
- List your partners for this program;
 - Discuss your organization's approach to working with in-country implementation partners. Cite the success you have had with your approach;
 - Discuss your partner's (s') involvement in developing this application;
 - Describe any training your partners have had on the equipment or supplies you send and maintain; and
 - Note whether you have a memorandum of understanding or other agreement with your host country partners.

5. Program Management and Structure (10 pages maximum excluding tables)

This section provides an overview of the management of the proposed program. Please be sure to highlight those areas of program management, like receiving and distribution that were not discussed under the Program Description section.

a) Organizational Structure:

- ☐ Discuss how the PVO U.S. headquarters will ensure effective support to the field for this program. Include the number of personnel that manage the OFR program both in the field and at the headquarters.
- ☐ Provide an organizational chart of the applicant PVO that clearly delineates the key personnel responsible for backstopping the program in the U.S. headquarters office and in the field.

b) Receiving and Distribution System:

- ☐ Identify if your organization has a physical presence in each country where the proposed program will operate. If the PVO does not have a physical presence in the country, then identify who is responsible for receiving and distributing the commodities and describe criteria for consignee selection.
- ☐ Describe the entire process of receiving and distributing the OFR support commodities, i.e., clearing customs, warehousing, transportation and distribution of goods to final destination.
- ☐ Describe how your organization monitors the OFR shipment from shipping dock to the final distribution. Include a discussion of the following elements: reporting requirements, physical inspection, inventory control, distribution schedule, on-site inspection and beneficiaries' response.
- ☐ Cite any experiences concerning lost and/or stolen goods (i.e., percent of loss to value of total goods shipped) and the steps taken to safeguard the distribution process.

c) Contingency and Security Planning: Natural and man-made disasters affect a substantial number of development programs at some time during the course of implementation. Briefly outline plans to prevent and mitigate the effects of security problems or other emergencies on your organization's staff and property to ensure the security and safety of program personnel.

6. Pipeline

Prior year OFR grantees with a residual pipeline of 50% or more will receive less funding if approved this budget cycle.

PVOs with existing OFR procurement authorizations must provide the following information:

- ☐ Outline the amount of OFR funds currently available for use from OFR awards in years prior to and including if applicable, FY 2003.

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<u>Procurement Authorization No.</u>	<u>Amount of Award</u>	<u>Amount Spent</u>	<u>Amount Available</u>

- ☐ Indicate the schedule/plan for expending any balance of OFR funds by December 31, 2003 (if applicable.)

All PVOs must provide the following information:

- ☐ Estimate costs to ship commodities under the OFR Program in FY 2004.

Total shipping costs \$ _____
Less ancillary costs _____
FY 2004 OFR funds requested _____

- ☐ Estimate costs to ship commodities under the OFR program in FY 2005.

Total shipping costs \$ _____
Less ancillary costs _____
FY 2005 OFR funds requested _____

D. NEGOTIATION AND AWARD

The Government may award one or more Grants resulting from this RFA to the responsible applicant(s) whose application(s) conform to this RFA. The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, and (c) waive informalities and minor irregularities in applications received.

The Government may award one or more Grant(s) on the basis of the initial applications received, without discussions. Therefore, each application should contain the applicant's best terms from a cost and technical standpoint. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting grant.

The Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subawards issued under this agreement.

1. Authority to Obligate the Government

The USAID agreement officer is the only individual who may legally commit the government to the expenditure of public funds. No costs chargeable to the proposed procurement authorization may be incurred before receipt of a signed and executed procurement authorization.

2. Program Funding

The number of PVC-ASHA applicants to the OFR Program has steadily risen, while the availability of funds for the Program remain limited. The competition for these funds has further increased the importance of the Review Committee's review process. In order to maximize the number of PVO recipients each year, awards will not exceed \$150,000 per organization.

3. Requirements for Funded Programs

a. USAID Responsibilities

Cooperative agreements are conditional grants that have substantial involvement by USAID in the implementation of the program. DCHA/PVC-ASHA will be substantially involved during the period of the cooperative agreement.

The agreement officer, or the cognizant technical officer, or the project officer will provide approval of changes in the program description. Grant recipients must request, in writing, approval to make changes in specific activities, program location, commodity categories, designated consignees, and procurement authorization extensions.

Any deviation from the terms of the procurement authorization require written authorization by the USAID agreement officer (i.e. program location, commodity categories and procurement authorization extensions).

b. PVO Recipient Responsibilities

The selected PVO recipients will be responsible for implementing the program in accordance with USAID's terms and conditions and all other applicable USAID regulations. PVOs will also be responsible for the following activities and documentation during the life of the program for which the PVO receives a grant:

- ☐ Making all transportation arrangements which are not subject to cargo preference;
- ☐ Shipping at least 50 percent of the total amount of OFR commodities on U.S. flag vessels. Those commodities not shipped on U.S. flag vessels must be shipped on vessels registered under the flag of any free world country, flag vessels of developing countries or any free flag vessels;
- ☐ Shipping only the approved commodities to the eligible countries authorized on the procurement authorization;
- ☐ Obtaining prior approval from DCHA/PVC-ASHA to extend a prior year procurement authorization which has an unexpended balance;
- ☐ Paying for all ancillary costs involved in making shipments under the Ocean Freight programs; i.e., acquiring the goods, packing, crating, warehousing, etc.;
- ☐ Obtaining prior approval to add additional eligible countries to the original Procurement Authorization; and
- ☐ Submitting a copy of USAID Form 1550-6, "Voluntary Agency Quarterly Report of Shipping Activity".

The awards made pursuant to this RFA will be subject to the requirements of Title 22 of the *Code of Federal Regulations*, Part 226, "Administration of Assistance Awards to U.S. Non-Governmental Organizations," Part 202,

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"Overseas Support of Supplies by Voluntary Non-Profit Relief Agencies," and the applicable Standard Provisions for U.S. Non-Governmental Grantees. The Standard Provisions and 22 CFR Parts 226 and 202 are available on the USAID website at <http://www.usaid.gov/policy/ads/cfr.html>

Applications for reimbursement consist of:

- ☐ Commercial Bill of Lading
- ☐ USAID Form 1550-1, "Voluntary Agency and Carrier Certificate"
- ☐ Completed SF 1034, "Public Voucher for Purchases and Services Other Than Personal"
- ☐ The SF 1034 must include the award number (referenced on the procurement authorization) and the banking information (American Banking Association number and bank account number).

Applications for reimbursement must be submitted within 60 days of the date of the related commercial bill of lading. In the case of inland transportation costs to landlocked countries, applications for reimbursement must be submitted within 180 days of the related commercial bill of lading.

Applications for reimbursement should be submitted to:

Agency for International Development
Ronald Reagan Building
USAID/FM/CMP/DC, Room 7.07
1300 Pennsylvania Ave., NW
Washington D.C. 20523-7700

SECTION III - REVIEW PROCESS AND SELECTION CRITERIA**A. Review Process**

To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the selection criteria. Applications will be evaluated in accordance with the selection criteria set forth below. They will also be evaluated for general reasonableness, allowability, and allocability. PVC-ASHA will review the application carefully for necessary and reasonable costs to support the proposed program. Awards will be made to responsible applicants whose applications offer the greatest value to the government.

All applications that meet the eligibility and program requirements and conform to instructions in the RFA will be reviewed and scored. The Review Panel will be composed of PVC-ASHA project officers, other staff members from USAID offices with related interests and appropriate expertise, and specialized technical reviewers from outside the Agency. Awards will be made based on the ranking of proposals according to the selection criteria identified below.

B. Selection Criteria

1. *Executive Summary (5 Points)*
2. *Overview of the Applicant (10 Points)*
3. *Program Description (55 Total Points)*
 - *Situational Analysis and Rationale for OFR Support (10 Points)*
 - *Program Objectives (20 Points)*
 - *Commodities (15 Points)*
 - *Partnership Formation (10 points)*
4. *Program Management (25 Total Points)*
 - *Organizational Structure (10 Points)*
 - *Receiving and Distribution System (15 Points)*
5. *Cost/Budget (5 Points)*
 - *Necessary and reasonable cost*

SECTION IV - CERTIFICATION

A. KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

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B. CERTIFICATION REGARDING TERRORIST FINANCING

As a condition of entering into the referenced agreement, [name of organization] hereby certifies that it has not provided and will not provide material support or resources to any individual or entity that it knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity, including but not limited to the individuals and entities listed in the Annex to Executive Order 13224 and other such individuals and entities that may be later designated by the United States under any of the following authorities: § 219 of the Immigration and Nationality Act, as amended (8 U.S.C. § 1189), the International Emergency Economic Powers Act (50 U.S.C. § 1701 et seq.), the National Emergencies Act (50 U.S.C. § 1601 et seq.), or § 212(a)(3)(B) of the Immigration and Nationality Act, as amended by the USA Patriot Act of 2001, Pub. L. 107-56 (October 26, 2001)(8 U.S.C. §1182). [Name of organization] further certifies that it will not provide material support or resources to any individual or entity that it knows, or has reason to know, is acting as an agent for any individual or entity that advocates, plans, sponsors, engages in, or has engaged in, terrorist activity, or that has been so designated, or will immediately cease such support if an entity is so designated after the date of the referenced agreement.

For purposes of this certification, "material support and resources" includes currency or other financial securities, financial services, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

For purposes of this certification, "engage in terrorist activity" shall have the same meaning as in section 212(a)(3)(B)(iv) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1182(a)(3)(B)(iv)).

For purposes of this certification, "entity" means a partnership, association, corporation, or other organization, group, or subgroup.

This certification is an express term and condition of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term."

Print Name and Title

Date

Signature

C. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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D. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 206)

USAID reserves the right to terminate this [Agreement/Contract], to demand a refund or take other appropriate measures if the [Grantee/Contractor] is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certification are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to, or take or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

The recipient has reviewed and is familiar with the proposed grant format and the applicable regulations, and takes exception to the following (use a continuation page as necessary):

Solicitation No. _____

Application/Proposal No. _____

Date of Application/Proposal _____

Name of Recipient _____

Typed Name and Title _____

Signature _____ Date _____

[1] FORMATS\GRNTCERT: Rev. 06/16/97 (ADS 303.6, E303.5.6a)

[2] When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement".

[3] The recipient must obtain from each identified subgrantee and (sub)contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Transactions, set forth in Attachment A hereto. The recipient should reproduce additional copies as necessary.

[4] See ADS Chapter E303.5.6a, 22 CFR 208, Annex1, App A.

[5] For USAID, this clause is entitled "Debarment, Suspension,

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Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the grant standard provision entitled "Debarment, Suspension, and Related Matters" if the recipient is a U.S. nongovernmental organization, or in the grant standard provision entitled "Debarment, Suspension, and Other Responsibility Matters" if the recipient is a non-U.S. nongovernmental organization.

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**ANNEX A: Eligible Country List FY 2004 and FY 2005 OFR Grant Applications
Worldwide Program**

AFRICA

Angola*
Benin
Botswana
Burkina Faso
Burundi*
Cameroon
Cape Verde
CAR
Chad
Comoros
Cote d'Ivoire
Democratic Republic of
the Congo*
Djibouti
Equatorial Guinea
Eritrea
Ethiopia
Gambia
Ghana
Guinea
Guinea-Bissau
Kenya
Lesotho
Liberia*
Madagascar
Malawi
Mali
Mauritania
Mozambique
Namibia
Niger
Nigeria
Rwanda
Sao Tome
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
Sudan*
Swaziland
Tanzania
Togo
Uganda
Zambia
Zimbabwe

ASIA

Afghanistan*
Bangladesh
Burma
Cambodia
China
Cook Islands
Fiji
India
Indonesia
Kiribati
Laos
Marshall Islands
Micronesia
Mongolia
Nepal*
Niue
Pakistan
Papua New Guinea
Philippines
Solomon Islands
Sri Lanka*
Thailand
Tonga
Tuvalu
Vanuatu
Vietnam
Western Samoa
Europe
Albania
Bosnia-Herzegovina
Bulgaria
Croatia
Czech Republic
Estonia
Hungary
Kosovo
Latvia
Lithuania
Macedonia
Montenegro
Poland
Portugal
Romania
Serbia
Slovak Republic
Slovenia

LATIN AMERICA/**CARIBBEAN**

Antigua/Barbuda
Argentina
Barbados
Belize
Bolivia
Brazil
Chile
Colombia
Costa Rica
Dominica
Dominican Republic
Ecuador
El Salvador
Grenada
Guatemala
Guyana
Haiti
Honduras
Jamaica
Mexico
Nicaragua*
Panama
Paraguay
Peru
St. Kitts/Nevis
St. Lucia
St. Vincent/Grenadines
Suriname
Tobago
Trinidad
Uruguay
Venezuela
Near East
Cyprus
Egypt
Iraq*
Israel
Jordan
Lebanon
Morocco
Oman
Tunisia
Turkey
West Bank/Gaza
Yemen

*=DCHA priority countries

Annex B

Sample Consignment Affidavit

I, _____, being duly sworn on his/her oath says
he/she is _____ of _____
and that he/she makes this affidavit for and on behalf of said agency.

That the consignee listed herein is qualified to receive and to assume
complete responsibility for the disposition of supplies shipped by
_____, and that the supplies shipped to such
consignee will be distributed on a non-commercial basis, free of cost to
beneficiaries receiving such supplies.

The name and address of the consignee

_____ agrees to continue to supply the U.S. Agency
for International Development with current information concerning those
authorized to receive supplies; and in the event of the improper use, to
remove such designated consignees from list furnished to the U.S. Agency for
International Development.

Name: _____

Title: _____

SUBSCRIBED and sworn to before me, a Notary Public, in and for

_____, this _____ day of _____.